

# Advanced Weather Interactive Processing System Configuration Control Board Charter

October 28, 1999

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
NATIONAL WEATHER SERVICE  
OFFICE OF SYSTEMS OPERATIONS  
CHANGE MANAGEMENT SECTION

**Advanced Weather Interactive Processing System  
Configuration Control Board Charter**

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# **Advanced Weather Interactive Processing System Configuration Control Board Charter**

## **I. PURPOSE**

The purpose of the Advanced Weather Interactive Processing System (AWIPS) Configuration Control Board (AWCCB) is to manage and control changes to the established AWIPS baseline. The AWCCB is composed of scientific, technical, and administrative representatives designated by senior National Weather Service (NWS) management to serve on this board. As an essential part of the NWS Change Management (CM) process, the AWCCB shall (a) review and approve proposed changes, deviations, and waivers to the AWIPS; (b) identify the major activities for each change implementation and the focal points responsible for tracking and reporting completion of these activities; (c) recommend optimal test strategies for changes and obtain testing results; and, (d) prioritize pending changes for implementation to reflect program priorities.

## **II. AUTHORITY**

Overall AWIPS Program responsibility resides with the NWS AWIPS Program Manager (AWPM). Overall NWS Configuration Management responsibility resides with the NWS Configuration Management Board (NWS CMB). The NWS CMB and the AWPM have authorized the AWCCB to comprehensively review and approve changes to AWIPS.

Disputes encountered at the AWCCB level can be elevated to the AWPM. Unresolved disputes and issues having a major impact on service requirements, other systems, the NWS organization, NWS budget, previously approved program schedules, and those changes unfunded or without an established requirement are raised to the appropriate NWS level (NWS CMB, NWS Corporate Board, National Requirements Review Board, Systems Coordination Council, or Assistant Administrator for Weather Services.) The NWS Change Management coordination and decision paths are depicted in Figure 1.

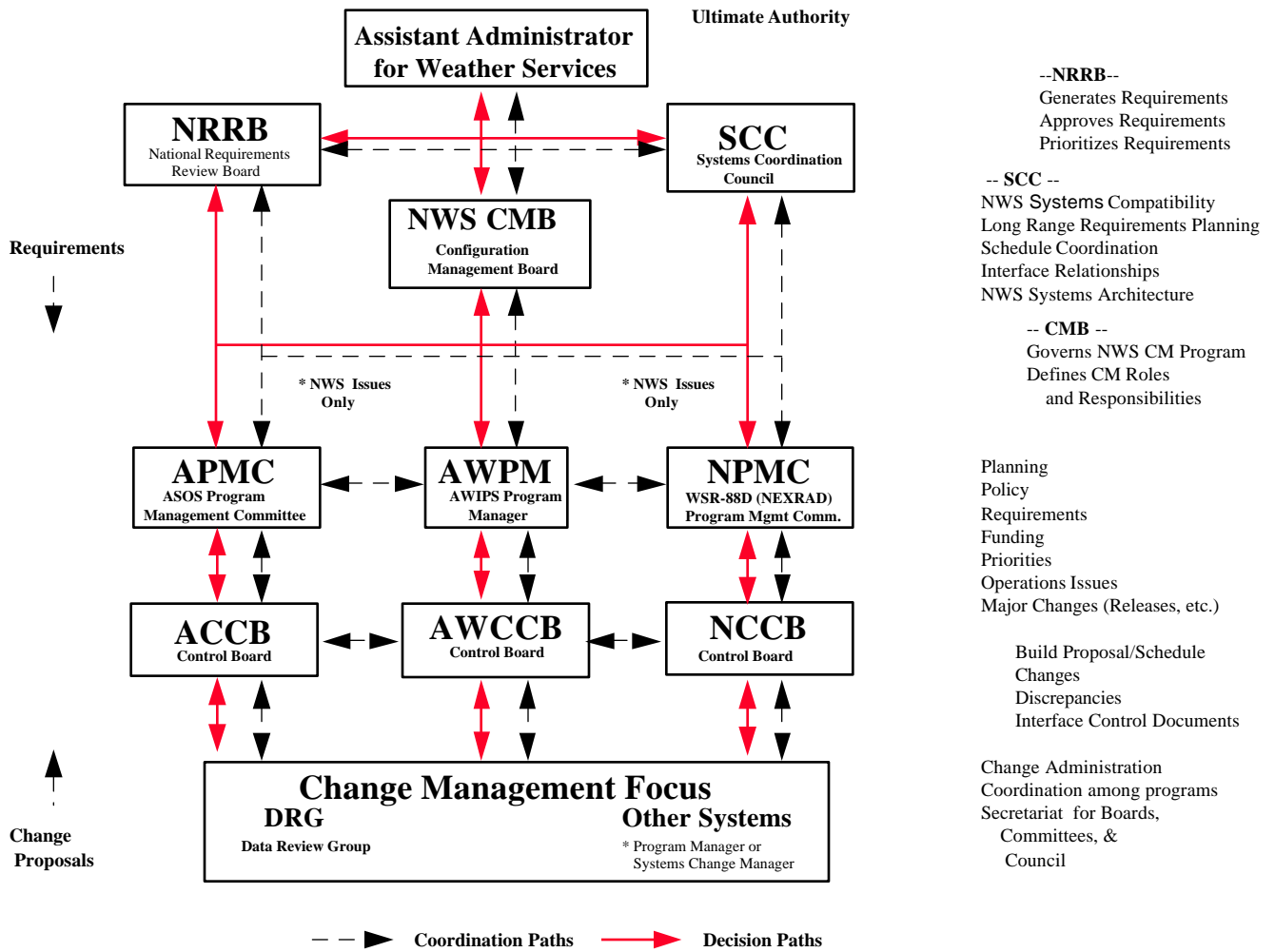


Figure 1. NWS Change Management Coordination/Decision Paths

### **III. COMPOSITION**

The AWCCB shall be composed of representatives from each of the following offices<sup>1</sup>:

AWIPS Program Office (APO)  
Office of Systems Development (OSD)  
Office of Systems Operations (OSO)  
Office of Hydrology (OH)  
Office of Meteorology (OM)  
National Centers for Environmental Prediction (NCEP)  
Litton/Planning Research Corporation (Litton/PRC)<sup>2</sup>

The permanent membership will not exceed 14 members. The Chair is designated by the AWIPS Program Manager. OSO provides the Secretariat.

### **IV. FUNCTIONS**

The functions of the AWCCB includes:

1. Serving as the principal decision body for AWIPS configuration control.
2. Ensuring requirements are validated.
3. Requesting and considering alternate solutions.
4. Identifying the net effect of the change on established and controlled baselines, documentation, maintenance and logistics support, costs, schedules, performance, interface with other systems, and when necessary, priority among other proposed changes.
5. Requesting and reviewing of test strategies for changes and reviewing test results.
6. Identifying AWIPS Program resources necessary to accomplish all tasks assigned by the AWCCB or, if required resources are unavailable, requesting and justifying additional resources through designated channels.
7. Documenting and reporting all major decisions and their rationale.

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<sup>1</sup> Office names prior to the NWS Headquarters Restructuring. After the restructuring the AWCCB shall be represented by the following offices: Office of Science and Technology (OST), Office of Operational Systems (OOS), Office of Hydrologic Development (OHD), and Office of Services (OS). Note: Appendix A (membership listing) will be revised to reflect the new names after the restructure.

<sup>2</sup> Participation by Litton/PRC will be on an as needed basis.

8. Recommending changes that have a significant effect on the AWIPS program, budget, or previously approved AWIPS schedules to the AWIPS Program Manager.
9. Reporting or elevating unresolved AWCCB issues to the AWIPS Program Manager.

## **V. OPERATING RULES AND PROCEDURES**

The AWCCB will operate under the following rules and procedures:

1. Members are expected to participate personally and normally will not designate an alternate to represent them at meetings. If this should be necessary, the alternate is delegated full authority.
2. The AWCCB will operate on the basis of consensus; any member can insist on the resolution of an issue by the AWIPS Program Manager. The Chair will present and obtain the resolution.
3. The AWCCB shall approve only requests which fall within the valid scope of work for the AWIPS program and are funded or have funding sources identified. Unfunded requests shall be elevated to the NWS Corporate Board or National Requirements Review Board.
4. Meetings of the AWCCB will be announced at least 2 weeks in advance, longer if possible, and an agenda and brief summary of major issues to be decided or discussed will be provided at that time.
5. The Chair, in consultation with members of the AWCCB, will invite other persons to participate in each AWCCB meeting as necessary to facilitate the work planned for that session.
6. The AWCCB will identify any continuing staff roles needed to support its work and will designate appropriate persons from within their offices to carry out these roles.
7. The Secretariat will prepare draft meeting minutes and provide them to the AWCCB Members for review and comment. Corrections will be presented and approved at the following AWCCB meeting.
8. The Secretariat will produce and maintain a status accounting of all change proposals for the AWCCB.
9. The AWCCB will recommend and the Chair will approve by signature the necessary direction for approved change development, testing, and implementation.

## **VI. MEMBERSHIP ROLES**

The roles and duties for AWCCB Members are as follows:

### **Chair**

- Schedules and conducts AWCCB meetings.
- Facilitates consensus decisions.
- Obtains AWCCB approval for the minutes of all formal meetings.
- Assigns tasks and action items to members of AWCCB and working groups as required to resolve conflicts or complete the change evaluation.
- Assigns action engineers and scientists, as necessary, to lead in the further analysis and development of a proposed change, or to assist the Change Management (CM) Analyst in preparing or updating formal Change Request Review Packages.
- Provides direction for development and implementation.
- Invites other persons to AWCCB meetings who can provide additional information on agenda topics.
- Validates Emergency Requests and directs immediate action to resolve the emergency. Communicates emergency action to AWCCB and directs the subsequent development of the appropriate change proposal instrument.

### **Secretary**

- Prepares and distributes minutes from formal AWCCB meetings.
- Assists the Chair in the conduct of the meetings.
- Prepares and distributes approved schedules and agendas.
- Completes and disseminates Change Request Review Packages.
- Maintains change status and provides the AWCCB with routine change status reports and other documentation related to AWCCB activities.

### **Members**

- Represent their organization in AWCCB matters.
- Regularly attend and participate fully in AWCCB meetings and other related AWCCB activities.
- Review Change Request Review Packages in a timely manner-providing feedback, raising issues, or recommendations for approval by assigned due-date.
- Sponsor change requests from their respective organization or activity.
- Complete actions assigned by the Chair in a timely manner.

## APPENDIX A

### ADVANCED WEATHER INTERACTIVE PROCESSING SYSTEM CONFIGURATION CONTROL BOARD MEMBERSHIP

	Primary	Alternate
Chair (APO)	Ward Seguin	Edwin Hiner
Secretary (OSO)	Robert Gillespie	Carlos Diaz
W/APO	Edwin Hiner	Thuy Tran
W/OM	Robin Radlein	David Helms
W/OH	George Smith	Jeffrey Zimmerman
W/OSD	David Ruth	Edward Mandel
W/OSO	Vico Baer	Ronald Smith
	Randy Chambers	Michael Moss
	Kenneth Davidson	John Sabel
NCEP	Steve Schotz	Mary DesJardins
PRC		



**CONCURRENCE**

**AWIPS Configuration Control Board  
Charter**

Paul T. Nipko

Paul T. Nipko  
Acting AWIPS Program Manager

11/1/99  
Date

Walter Telesetsky

Walter Telesetsky  
Chair, NWS Configuration Management Board

11-3-99  
Date